

Title: Child Nutrition Supervisor

FSLA Status: Exempt

Qualifications: A bachelor's degree with an academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, or a related field and at least 8 hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date. A registered dietitian in the State of North Carolina is preferred.

Or

Bachelor's degree and at least five years of experience in management of school nutrition programs and at least 8 hours of food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date.

Supervisor: Director of Child Nutrition

Duties and Responsibilities:

- Supervises the daily activities of cafeteria managers and staff for assigned schools, including adherence to state, local and federal guidelines for compliance with the National School Lunch and Breakfast Programs.
- Completes reviews for assigned schools for operational issues.
- Provides leadership in the implementation and coordination of the district Free & Reduced meals application process and After School Snack Programs (ASSP).
- Works with other staff in the preparation of food bids, menu planning, budget preparation, inventory management and equipment purchases.
- Develops programs to promote the child nutrition program, and conducts workshops as needed to provide nutrition education to teachers, parents and students.
- Evaluation of Child Nutrition personnel in assigned schools.
- Heavily involved in the creation, implementation and monitoring of training programs for all Child Nutrition staff.
- Attends seminars, conferences, workshops, classes, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of food service administration.
- Is on call to handle emergency situations.
- Evaluation of food preparation for quality and efficiency will be required when evaluating operations at the school level.

Knowledge, Skills and Abilities Required

- Working knowledge of federal, state and local requirements for Child Nutrition programs.
- Serve Safe (or other approved food safety program) certified.
- Fluency with Microsoft Office products is a must. The ability to learn and become proficient with additional Child Nutrition related software is required.
- Ability to understand and comprehend the equipment needs of a working kitchen is also needed.